

PROCEDURES FOR OBTAINING AN APPLICANT/GRANTEE CODE ONLINE

A. OBTAIN AN FCC REGISTRATION NUMBER (FRN)

ALL entities doing business with the FCC are required to obtain an FCC Registration Number (FRN). To obtain an FRN, visit the FCC Commission Registration System (CORES) Website at <https://svartifoss2.fcc.gov/cores/CoresHome.html>.

B. OBTAIN AN APPLICANT/GRANTEE CODE ONLINE

To obtain an Applicant/Grantee Code online, go to <https://gullfoss2.fcc.gov/prod/oet/index.html> and click Grantee Registration under Filing Options. After the Grantee Code is assigned, a Grantee Code Assignment Confirmation Page will be presented. It is strongly recommended that the Confirmation Page be printed for record retention.

C. PAY FOR ASSIGNMENT OF APPLICANT/GRANTEE CODE

Following the presentation of a Grantee Code Assignment Confirmation Page, there will be two options: 1) pay for the Code; 2) submit the Application for Equipment Authorization, FCC Form 731.

- 1) Pay for the Code: ***The \$50.00 fee payment must be submitted within thirty (30) days of the online assignment of the Code (the 30 days should include three (3) days to complete payment processing), or the Code will no longer remain valid.***

- a) The \$50.00 fee for the assignment of an Applicant/Grantee Code is a one-time charge for a new applicant applying for Certification authorization. Fees may be paid by check, bank draft, money order, wire transfer, electronic payment or credit card (credit card payment can be submitted either *online or via mail-in). The opportunity to submit an online credit card payment will be presented ONE TIME when paying for JUST the \$50.00 Code Assignment fee.

- b) An *online credit card payment requires at least 128-bit encryption. If the opportunity to submit an online credit card payment is not utilized for any reason, any other method of payment (including credit card payment) should be sent, along with FCC Form 159, to Mellon Bank via mail or a courier service. See MAILING INSTRUCTIONS.
 - c) There are no time constraints regarding submitting Form 731 after obtaining the Grantee Code. **However, if the Form 731 is NOT submitted immediately after being presented with the Code Confirmation Page, THE \$50.00 CODE ASSIGNMENT FEE MUST BE PAID SEPARATELY FROM THE FORM 731 FILING FEE.**
- 2) Submit the Application for Equipment Authorization, FCC Form 731: *The Form 731 fee payment must be submitted within fifteen (15) calendar days of the Form 731 application submittal or the application may be dismissed.*
- a) If the Form 731 is submitted immediately after receiving the Grantee Code Assignment Confirmation Page, the fees for BOTH the \$50.00 Code Assignment and the Form 731 submittal should be paid at the same time. Additionally, if Confidentiality is requested, that fee should also be included.
 - b) Fees may be paid by check, bank draft, money order, wire transfer, electronic payment or credit card (credit card payment can be submitted either *online or via mail-in). The opportunity to submit an online credit card payment will be presented ONE TIME for the total fees due: Grantee Code Assignment fee; Form 731 Application fee; and Confidentiality fee, if Confidentiality is requested.
 - c) An online credit card payment requires at least 128-bit encryption. If the opportunity to submit an online credit card payment is not utilized for any reason, any other method of payment (including credit card payment) should be sent to Mellon Bank, along with Form 159, via mail or a courier service. See MAILING INSTRUCTIONS.

To retrieve a blank *Remittance Advice, FCC Form 159*:
<http://www.fcc.gov/formpage.html>. The FCC Registration Number (FRN) for the PAYER must be entered into Item (11) of the Form 159. If the PAYER and APPLICANT are different, the FRN for the APPLICANT must be entered into Item (21).

MAILING INSTRUCTIONS:

SUBMIT ONLY THE FCC FORM 159 AND CHECK (IF PAYING BY CHECK). DO NOT SUBMIT ANY OTHER CORRESPONDENCE AND/OR PAPERWORK.

1. *Remittance Advice, FCC Form 159*, along with payment, must be placed into an envelope addressed and mailed to:

Federal Communications Commission
Equipment Approval Services
Post Office Box 358315
Pittsburgh, PA 15251-5315

(Post Office Box 358315 in the above mailing address corresponds with Item (1) "Lockbox #" on Form 159.)

2. For hand-delivery or to submit payment via a courier service (i.e., DHL, FedEx, UPS, etc.), the envelope addressed as above must be placed into an outer envelope addressed as follows:

Federal Communications Commission
C/O Mellon Bank
Mellon Client Service Center
500 Ross Street – Room 670
Pittsburgh, PA 15262-0001

***For an online credit card payment, the *Remittance Advice, FCC Form 159*, should NOT be sent to Mellon Bank.**

QUESTIONS: bftaube@fcc.gov